

Example 25

PROCEDURE FOR COMPETENCY-BASED TRAINING	Form 25 Completed by: <u>Jeff Miller</u> Date: <u>3/10/00</u>														
<p>Explain the procedure(s) used to provide the appropriate training to the personnel whose work may affect or create a significant environmental impact.</p>															
<p><i>Fort Anywhere Motor Pool</i> <i>EMS Procedure #11: Competency-Based Training</i> <i>Issue Date: March 10, 2000</i></p> <p><u>I. Purpose</u></p> <p><i>To provide a standard procedure to identify and address EMS training needs for all CTC personnel and to define employee competency requirements for each job description. Implementation of this procedure shall ensure that employees receive EMS training appropriate to the level of their involvement in the organization's activities, products, and services which may create significant EMS impacts. It will also ensure that all positions are filled on the basis of clearly defined education, training, and experience criteria that are pertinent to tasks listed in job descriptions. The goal of this procedure is to ensure compliance and improve EMS performance in both regulated and unregulated areas.</i></p> <p><u>II. Definitions</u></p> <p><i>(none).</i></p> <p><u>III. Supporting Documents</u></p> <table border="0"><thead><tr><th><u>Document Identification</u></th><th><u>Title</u></th></tr></thead><tbody><tr><td>Form 3</td><td>Environmental Policy</td></tr><tr><td>Form 6</td><td>Environmental Aspects And Impacts</td></tr><tr><td>Form 8</td><td>Legal And Other Requirements</td></tr><tr><td>Form 13</td><td>Objectives And Targets</td></tr><tr><td>Form 21</td><td>Organizational Responsibilities</td></tr><tr><td>Form 22</td><td>Organizational Chart And Structure</td></tr></tbody></table> <p><u>IV. Procedure</u></p> <ol style="list-style-type: none"><i>1. The EMS Representative with assistance from the EMS Coordinator will maintain information on specified levels of education, professional training, and experience appropriate for each employee involved with environmental aspects of activities, products, and services. This information will include the necessary environmental regulatory training that must be provided.</i><i>2. The EMS Representative and EMS Coordinator will determine the competency-based training for the company employees and ensure the employees receive the training required.</i><i>3. Based on established competency levels, the Owner will provide the appropriate training to maintain competency levels.</i><i>4. The EMS Coordinator will document the training in each employee's personnel file and company records. The training documentation will include objective(s) of training, instructor, attendance of employees, course length, and date.</i>		<u>Document Identification</u>	<u>Title</u>	Form 3	Environmental Policy	Form 6	Environmental Aspects And Impacts	Form 8	Legal And Other Requirements	Form 13	Objectives And Targets	Form 21	Organizational Responsibilities	Form 22	Organizational Chart And Structure
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